



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report December 14, 2020 Select Board Meeting

RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 676 749 973#
 - **Video Participation** (audio and video recording will be taking place)
 - Click link: bit.ly/BarrSB
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 676 749 973#



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1. Agenda

- a. See attached, [Agenda 2020-12-14](#)

2. Public Hearings

- a. Sale of Map 22-1 Per RSA 41:14-a
 - i. See attached, [RSA 41-14-a Notice - Map 22 Lot 1 - with Attachments](#)
 - ii. See attached, [RSA 41-14-a 22-1 Conservation Commission Recommendation 201204](#)
 - iii. See attached, [RSA 41-14-a 22-1 and 262-14-9 Planning Board Recommendation](#)
- b. Sale of Map 262-14-9 Per RSA 41:14-a
 - i. See attached, [RSA 41-14-a Notice - Map 262 Lot 14 Sublot 9 - with Attachments](#)
 - ii. See attached, [RSA 41-14-a 262-14-9 Conservation Commission Recommendation 201204](#)
 - iii. See attached, [RSA 41-14-a 22-1 and 262-14-9 Planning Board Recommendation](#)

3. Appointments

- a. 2021 Budget and Warrant Article Finalization
 - i. Electronic Budget Binder: www.barrington.nh.gov/2021budget
 - ii. See attached, [Advisory Budget Committee Minutes 201208](#)
 - 1. Increase Emergency Communications Capital Reserve to \$60,000 to accommodate additional savings for Police communications equipment needed in the coming years.
 - iii. See attached, [2021 Draft Budget 201210](#)
 - iv. See attached, [2021 Draft Default Budget 201210](#)
 - v. See attached, [Petitioned Article - All Veteran Credit to 750 – 201210](#)
 - vi. See attached, [2021 Draft Warrant 201210](#)
 - vii. See attached, [2021 Warrant Articles as of 201210](#)
 - viii. The Select Board is asked to finalize the budget and all warrant articles for presentation at the Budget Hearing scheduled for January 4, 2021.

4. Review of Minutes – **Vote**

- a. See attached, [Minutes 2020-11-30](#)

5. Old Business

- a. Fire Department UTV – **Vote**
 - i. The Fire Department is asking the Select Board consider including a warrant article requesting an appropriation to purchase a UTV for Fire and Rescue operations in the Police and Fire Departments. The Firefighter's



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Association has voted to contribute up to \$16,000 in matching funds towards the project.

- ii. See attached, [Fire UTV Back Up Information](#)
- iii. Should the Select Board support this warrant article, the following language would be used:
- iv. **Article **: Purchase of Ultra-Terrain Vehicle for Fire and Rescue Operations**

To see if the Town will vote to raise and appropriate the sum of \$32,000 for the purpose of purchasing an ultra-terrain vehicle and necessary equipment for fire and rescue operations. This is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 V. Up to \$16,000 will be donated from the Barrington Firefighter's Association. [Majority Vote Required]. Note: This appropriation is in addition to Warrant Article #2, the operating budget article. This article **is/is not** recommended by the Select Board **#-#**. This article **is/is not** recommended by the Advisory Budget Committee **#-#**. This article is projected to add 1.5 cents/1,000 to the tax rate or \$4.50 to the tax bill on a \$300,000 property.

- v. The Select Board is asked to consider placing the UTV purchase warrant article on the 2021 Warrant.

b. Greenhill and Old Settlers Bridge Aid Project Amendments – **Vote**

- i. Progress continues on the Greenhill Road Bridge over the Isinglass River and the Old Settlers Road Bridge over Spruce Brook. The New Hampshire Department of Transportation Bureau of Planning and Community Assistance recently approved an amendment for each project allowing progress to continue.
- ii. The Greenhill Bridge project is in the final design phase with construction expected in 2022. Amendment Number 3 adds additional environmental work to the original scope. This environmental work includes compliance with new Department of Environmental Services regulations and mitigation of an environmentally sensitive climbing hempvine.
 1. See attached, [Greenhill Bridge PE Amendment 3 Approval](#)
- iii. The Old Settlers Bridge project is still in the preliminary engineering phase. Amendment Number 2 adds additional sub-consultant archeological work to the original scope. This archeological work will further evaluate the significance of the historical mill and blacksmith foundations identified in a Phase 1 Archeological review.
 1. See attached, [Old Settlers PE Amendment 2 Approval](#)
- iv. The Select Board is asked to consider approving the Greenhill Bridge Amendment #3 and the Old Settlers Bridge Amendment #2 and authorize the Town Administrator to sign accompanying documents with the NH Department of Transportation and Hoyle and Tanner Associates.



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- c. Panish-Hall Conservation Easement Acquisition – **Vote**
 - i. The final piece of the Goodwill Conservation Area expansion project is nearly complete. Earlier this year, the Goodwill Conservation Area was expanded by the acquisition of multiple parcels formerly owned by the Rubenstein family. This property is now owned by the Town of Barrington with a conservation easement held by Southeast Land Trust.
 - ii. In conjunction with that project, the Town has been working on acquiring a conservation easement on a 20-acre property abutting Ross Road. The Panish-Hall easement would expand and provide additional parking and access to the Goodwill Conservation Area. The easement is being donated to the Town.
 - iii. See attached, [Panish-Hall Easement Deed Final](#)
 - iv. See attached, [Panish-Hall Conservation Easement Access Management Plan Final](#)
 - v. Although the conservation easement has been donated to the Town, there are nominal costs (\$1,176.50) associated with title insurance, attorney's fees and recording fees. Although the Select Board previously reviewed and voted on the acquisition of the Panish conservation easement, the final costs were unknown and, therefore, we are asking the Board to ratify their vote.
 - vi. The Select Board is asked to consider approving the acquisition of the Panish-Hall Conservation Easement and authorizing the \$1,176.50 expenditure from the Conservation Fund as appropriated from the Conservation Commission.

6. New Business

- a. Barrington Police Collective Bargaining Agreement – **Vote**
 - i. The term of the existing NHPBA Local #240 Collective Bargaining Agreement ends on March 31, 2021. In early March 2020, the Select Board amended the existing contract with a sidebar agreement to include wage and benefit adjustments as recommended by the Compensation Study.
 1. See attached, [NEPBA Local 240 Sidebar Agreement - 180401-210331](#)
 - ii. The March 2020 sidebar agreement took wage and benefit changes off the table for the next contract. This contributed to a positive and efficient bargaining session for the 2021-2024 agreement.
 - iii. The result of negotiations (Tentative Agreement) includes a three-year term which ratifies the earned-time benefit adjustments, provides a three-hour minimum for court and general callbacks, increases the vendor-paid outside detail rate to \$49 per hour, includes all union members in the holiday pay structure, and creates a Master Patrol Officer designation in 2022.
 - iv. See attached, [Barrington Collective Bargaining Cover Sheet](#)
 1. Updated to show new three-year term.
 - v. See attached, [Barrington Collective Bargaining Art. I Agreement](#)
 1. Updated to show new three-year term.



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- vi. See attached, [Barrington Collective Bargaining Article XVI Outside Details](#)
 - 1. Updated to a \$49 per hour outside detail rate.
 - vii. See attached, [Barrington Collective Bargaining Article XVII Holidays](#)
 - 1. Updated to include all union members in the holiday pay structure; this adds one employee.
 - 2. This is a cost item with an estimated \$2,162 increase in 2021.
 - viii. See attached, [Barrington Collective Bargaining Article XVIII Time Off Benefits](#)
 - 1. Updated to include the benefit adjustments agreed upon in the March 2020 sidebar agreement.
 - ix. See attached, [Barrington Collective Bargaining Article XXIV Wages and Benefits](#)
 - 1. Updated to include the wage adjustments agreed upon in the March 2020 sidebar agreement. Updated to include the Court/Call Back three-hour minimum. Updated to include the Master Patrol Officer Designation effective 2022.
 - 2. This is a cost item with an estimated \$2,625 increase in 2021 for a three-hour minimum versus a two-hour minimum. The Master Patrol Officer is estimated to increase the 2022 budget by \$7,000 with an additional \$2,000 in 2023.
 - x. See attached, [Barrington Collective Bargaining Article XXV Duration](#)
 - 1. Updated to show new three-year term.
 - xi. See attached, [Barrington Collective Bargaining Master Patrol Officer SOP](#)
 - 1. Draft Standard Operating Procedure detailing the requirements of the Master Patrol Office designation.
 - 2. This is a cost item; the Master Patrol Officer is estimated to increase the 2022 budget by \$7,000 with an additional \$2,000 in 2023.
 - xii. The Select Board is asked to consider approving the Tentative Agreement for inclusion in the 2021 Warrant.
- b. SAU #74 Health Insurance Review – Discussion
- i. See attached, [2020 School and Town Health Insurance Analysis 201030](#)
- c. 2021 Deliberative Session – **Vote**
- i. Barrington's Deliberative Session is scheduled for Saturday, January 30, 2021.
 - ii. In order to provide municipalities with greater flexibility while conducting their annual Town Meeting, the Legislature passed [HB 1129](#). This gives municipalities the option of offering a 'drive-thru voting' and 'virtual deliberative session'.
 - iii. See attached, [Deliberative Session and Town Meeting Vote HB1129 Guidance](#)



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- iv. In consultation with the Moderator and Town Clerk, we recommend the Select Board hold a traditional, in-person, deliberative session. We believe we have the space and resources to institute proper safeguards for an in-person Deliberative Session.
- v. Although the Governor's Emergency Order #74 (mask mandate) does apply to Town Meeting, a resident could not be prevented from participating for choosing not to wear a mask. Therefore, we would plan to designate a separate area for residents without masks.
- vi. The Select Board is asked to consider continuing with an in-person deliberative session with a designated area for residents without masks.

d. 2021 Prosecution Services – Discussion

- i. The Barrington Police Department has previously contracted with the Strafford County Sheriff's Office for prosecution services. The Police Chief is interested in hiring a contract prosecutor for 2021. A NH lawyer and former State Police prosecutor, Jean Reed, has approached a few communities in the area offering contracted prosecutorial services. The Chief believes this model will not only provide better prosecution for Barrington, but also provide improved preparation and training for Barrington's officers.
- ii. The Select Board is asked to consider weighing in on this adjustment in prosecution services.

7. December Work Anniversaries

- a. Richard Walker Jr. • Fire Chief • 20 Years
 - i. Hired in December of 2000 as a full-time member of the Highway Department crew; previously appointed as part-time Chief in July of 1999.
- b. Robert Brown • Highway Department • 13 Years
- c. Dana Martel • Custodian • 8 Years
- d. Brian Dodier • Highway Department • 7 Years
- e. Susan Milioto • Library Desk Clerk • 3 Years
- f. Christopher Wareing • Fire Department • 2 Years
- g. Jake Roger • Fire Department • 2 Years
- h. Kieron Taylor • Fire Department • 1 Year
- i. Lilah Cherim • Fire Department • 1 Year
- j. Rebecca Nelson • Deputy Town Clerk • 1 Year

8. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)
- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)



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9. Upcoming Meetings/Events

- a. January 4, 2021 – Select Board Meeting – Budget and Warrant Article Public Hearing
- b. January 18, 2021 – TENTATIVE Select Board Meeting – Budget and Warrant Article Public Hearing
- c. January 25, 2021 – Select Board Meeting